



## CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	<b>RELEASE DATE:</b>	Tuesday, August 18, 2015
<b>POSITION TITLE:</b>	Chief, Office of Personnel Services, Division of Administrative Services	<b>FINAL FILING DATE:</b>	Wednesday, September 16, 2015
<b>CEA LEVEL:</b>	CEA A	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 6,453.00 - \$ 9,277.00 / Month	<b>BULLETIN ID:</b>	08102015_1

### POSITION DESCRIPTION

Under the general direction of the Associate Director, Human Resources, the Chief, Office of Personnel Services (OPS) is responsible for planning, organizing, directing, and coordinating the operations of all personnel services functions of the Department. The OPS provides statewide personnel management services which include: classification, compensation, payroll, position control, and benefit services. In addition, the Chief, OPS provides guidance to personnel liaisons, in various program offices, and provides functional supervision over personnel staff in the Department's adult institutions and juvenile facilities.

The Chief, OPS, has extensive involvement in the formulation and implementation of policy, procedures, and programs related to personnel management services and ensures that all programs are in compliance with state and federal personnel regulations, laws and rules, and departmental policies.

Duties include, but are not limited to:

- Developing, recommending, and implementing policies, procedures, and/or regulations on personnel management-related issues; and ensuring policy and procedural standardization on personnel management practices at headquarters and in the field.
- Performing position allocation and employee classification activities, providing consultative services to management on the Department's personnel management program; interacting and negotiating on behalf of the Department with control agencies such as the California Department of Human Resources, the State Controller's Office, the State Personnel Board, and the California Public Employees Retirement System; and developing management strategies for personnel management

related to collective bargaining issues.

- Working collaboratively with Labor Relations on collective bargaining issues and ensuring all OPS policies are in compliance with employee bargaining contract provisions.
- Providing new employee orientation, payroll (includes Fair Labor Standards Act 7k overtime), benefit administration, position control, and worker's compensation claim calculation for all headquarters employees.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

### **Or II**

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

### **Or III**

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and

practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level A** Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

**CEA Level B** Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Level C** Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

## **DESIRABLE QUALIFICATION(S)**

1. Broad and extensive experience in the formulation and implementation of procedures, policies, and programs related to personnel services including: classification, position allocation, compensation, personnel transactions, payroll, and benefit services.
2. Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff, and knowledge of appropriate techniques in the areas of establishing partnerships, customer service, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing to, and achieving, an equal employment opportunity workplace.
3. Ability to effectively facilitate change and participate in the development of new and innovative human resources information technology systems.
4. Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.
5. Ability to communicate effectively, both orally and in writing with legislators, local governmental jurisdictions, the executive branch, institutional and program staff, external stakeholders, professional groups, and provide executive level advice and consultation to Department management regarding personnel services.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II; Correctional Administrator, Department of Corrections; Parole Administrator

I, Adult Parole; Program Administrator, Correctional School; or Youth Authority Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Office of Personnel Services, Division of Administrative Services**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria.

## FILING INSTRUCTIONS

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and cannot exceed four pages in length or be less than size 12 font.
- Resumes do not take the place of the Statement of Qualifications.
- A resume that clearly addresses your experience with job titles, names, and addresses of employers, periods of employment, and education relevant to the minimum qualifications listed above.
- The desirable qualifications on the Statement of Qualifications **MUST** be addressed and numbered in the same order as is listed on the bulletin. You must provide specific examples.
- **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**
- Information regarding the completion of a "Statement of Qualifications" may be obtained via the CDCR internet website at:  
[www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Exams\\_Executive/index.html](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html)

**Applications must be submitted by the final filing date to:**

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Executive Appointments Unit  
P.O. Box 942883, Sacramento, CA 94283-0001  
Toni Dodds | (916) 322-9223 | [toni.dodds@cdcr.ca.gov](mailto:toni.dodds@cdcr.ca.gov)

**ADDITIONAL INFORMATION**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the Executive Appointments Unit, Office of Workforce Planning, 1515 S Street, Room 101-N, Sacramento, CA 95811.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)